

**CONFIDENTIAL**

Approved For Release 2001/09/04 : CIA-RDP80-00679A000200010028-5

24 June 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-410-11

SUBJECT: Covert Recruitment Candidates

1. Operating officials of the Agency request covert recruitment by the Personnel Procurement Division when the type of position to be filled requires that CIA interest not be disclosed. Recruitment officers normally approach prospects for these positions on a [REDACTED]

25X1C

25X1

[REDACTED]

2. The Processing and Records Division (PRD) will establish special folders for such applicants. These folders will bear white labels showing the appropriate name and the words "Covert Contact".

3. Mail concerning such applicants will be received by PRD. Subsequent correspondence with the applicant will be prepared by the Correspondence Branch, PRD. All correspondence will be prepared on non-CIA letterhead and the post office box and pseudonym assigned for these cases will be used.

4. Upon receipt of mail from a covert contact, PRD will acknowledge the communication and forward the folder to the Chief, Specialized Recruitment Branch, Personnel Procurement Division (PPD), for coordination and forwarding to the appropriate Placement Officer, Placement and Utilization Division (PUD) for shopping to the requesting office.

5. PUD will carry out appropriate shopping and will be responsible for necessary follow-ups. Requests from PUD for subsequent correspondence with the applicant must contain the identifying words "Covert Contact".

[REDACTED]  
George E. Meloon

Deputy Assistant Director  
for Personnel

25X1A

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS ☐  
☐ DECLASSIFIED  
CLASS. CHANGED TO: TS S O 2011  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 10-2  
DATE 1 JUN 1981 REVIEWER: 029725

*OK with  
for my  
June 27-54*

~~SECRET~~

OPM 40-54

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

A-C / Plans / PRDs

NO.

DATE

23 MAR 54

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. [REDACTED]		24 MAR	24 MAR	NKV	Pls assign project number with 9 Apr suspense to "Consultant Qualification Register"  This was originally a part of project <u>97</u> .  #259
2. A-C / Plans		24 MAR	24 MAR	BATZ	
3. [REDACTED]	25X1A				
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